



## OPEN POSITION ANNOUNCEMENT

# DGS DEVELOPMENT MANAGER

(Construction)

## State of Tennessee Real Estate and Asset Management

### Job Location

WRS Tennessee Tower  
312 Rosa L. Parks Ave.  
24<sup>th</sup> Floor  
Nashville, TN 37243

Interested candidates  
should submit a  
resume, salary  
requirement, and letter  
of interest to  
[DGS.HR.Services@tn.gov](mailto:DGS.HR.Services@tn.gov)

Job Class:  
Executive Service

[www.tn.gov/generalservices/](http://www.tn.gov/generalservices/)

The Tennessee Department of General Services is seeking applications for a Development Manager in the Real Estate Asset Management Division (STREAM). The ideal candidate will possess an Bachelor's Degree in Architecture, Engineering or other highly related field and have at least five years professional project management or project engineering experience in commercial and/or hi-rise residential project design, with at least 2 years of profit and loss experience.

### Primary Responsibilities of Position:

1. Assist in the preparation of zoning analysis, if needed, of new sites and projects for potential acquisition, including project size and site.
2. Organize and manage design charrettes to define and align project vision with ownership & stakeholders.
3. Manage the regular coordination of design, scope, schedule & cost.
4. Assist in the preparation of Soft Cost Budgets, and the selection of architects, and other design consultant candidates for each project.
5. Provide direction to project architects and engineers in the preparation of plans and submittals, and review all plans and submittals for compliance with State of TN standards and owner direction.
6. Lead Value Engineering sessions to assure the overall design goals are met.
7. Prepare development briefs.
8. Lead on-going coordination & management of an integrated project schedule for development, design and construction milestones of complex projects.
9. Establish scope of service and appropriate budgets for services by Project Architect, Project Designer and other design professionals.
10. Review the design concepts, floorplans, section, elevations, and other drawings for the Project and provide feedback, design suggestions and alternatives to assist in meeting owner goals for the Project.



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**General Services**

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11. Engage the Project Management group to perform constructability reviews of DD and CD drawing development.
12. Ensure that 360 reviews are performed on all projects assigned.
13. Assist the Sr. Development Manager with other duties as assigned.
14. Implement tools, process and technology for document management control and RFI management. Coordinate design and consultant teams to establish BIM model and execution strategy.

***The State of Tennessee is an Equal Opportunity Employer.***

***Requests for ADA accommodation should be directed to the Human Resources Office @ 615-532-9050.***

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